

DDA 82-1690/1

12 JUL 1982

*returned
completed
to
DAEO
on 19 July*

MEMORANDUM FOR: Senior Support Assistant, OC
Chief, Administrative Staff, ODP
Support Officer, OF
Administrative Officer, OIS
Executive Officer, OL
Executive Officer, OMS
Deputy Director of Security (P&M)
Chief, Administrative Division, OTE

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FROM:

[REDACTED]
DDA Parking Officer

SUBJECT:

Reallocation of Parking Spaces at Headquarters

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[REDACTED]

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1. The Logistics Services Division, Office of Logistics (LSD/OL), is preparing for the reallocation of parking spaces on the Headquarters and [REDACTED] compounds for FY 1983. Before they can proceed any further, however, specific data is required from Agency components. In this regard, you are requested to provide the following information on the attached forms:

a. The number of supergrade (SIS-1 and up).

b. The number of employees GS-15 and below.

c. The number of handicapped employees as defined in Federal Property Management Regulation--Temporary Regulation D-65. Section 7(B1) Handicapped Government employees for whom assigned parking spaces are necessary shall be given priority over all other employee parking. Nonhandicapped drivers who provide transportation for severely handicapped employees shall also be assigned parking spaces.

The population figures for your component in each of the buildings should be recorded on separate forms. Your current authorized staffing complement should be used for compiling these figures. PCS returnees, contract employees, consultants, and part-time employees should be included in your planning; however, you must exclude summer employees and employees who are scheduled for overseas assignments.

OL 2 3173

2. Your requirements for the following parking permits should be submitted on a separate page:

a. Headquarters

- (1) Front "VIP" Visitor (3-hour limit)
- (2) North "A" Visitor (3-hour limit)
- (3) West "O" Visitor (8-hour limit)
- (4) Shift (include maximum number of employees on a given shift and the hours of work)
- (5) Dock Pass
- (6) Lane permits for official vehicles with state or D.C. tags

b. 

- (1) Official

3. In addition, please provide information on personnel authorized to approve carpool and medical/handicapped applications. The information should include the name, sample signature, mailing address, and telephone extension for each individual.

4. It would be appreciated if you would forward the information requested above to me no later than 1700 hours Friday, 23 July, so that a consolidated report can be prepared and forwarded to LSD/OL.

Attachments



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